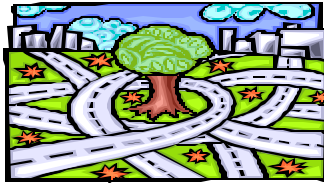


Financial Management Division



Travel Tidbits

“ONE APHIS - - SHARING INFORMATION”

July 2004

This is the second issuance of “Travel Tidbits” for 2004. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to Federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at www.aphis.usda.gov/mrpbs/travel.html.

The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, and, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

Due to existing bargaining unit agreements, the following information applies to non-bargaining units only.

Local Travel - Per Diem and Mileage Reimbursement

There have been a lot of questions regarding reimbursements for local travel to temporary duty points. The purpose of this travel tidbit is to provide information to employees on what they may request for local mileage and per diem reimbursement. In any case, the employee’s supervisor has the discretion to approve all, part or none of the employee’s request based on the individual circumstances. Employees may be required to go to temporary duty points to attend or give presentations at off-site training, meetings, seminars, conferences, etc.

This information is organized into three sections: I. Travel within one calendar day taking less than or equal to 12 hours, II. Travel within one calendar day taking more than 12 hours, and III. Travel greater than one calendar day.

I. Travel Within One Calendar Day Taking Less than or Equal to 12 Hours:

A. Per Diem Allowance: None

B. Mileage Reimbursement: Whether or not mileage reimbursement for the use of a private automobile (POV) is allowable depends on the distance from your official duty station (ODS) to the temporary duty point.

1. If the temporary duty point is greater than 25 miles from your ODS, then the mileage request is allowable.

2. If the temporary duty point is less than or equal to 25 miles from your ODS, then whether or not you may claim a reimbursement depends on the following:

(i) If travel is from your ODS to the temporary duty point, then your allowable reimbursement request is limited to the amount that exceeds your normal commuting expense.

(ii) If travel is from your residence to the temporary duty point, it further depends on the mode of transportation you use:

(1) If you use the same mode of transportation as your normal commuting means, then your reimbursement request is limited to the amount that exceeds your normal commuting expense.

(2) If you use a different mode of transportation from your normal commuting means, then you can request the full amount for reimbursement.

II. Travel Within One Calendar Day Taking More than 12 Hours:

A. Per Diem Allowance: Whether or not there is a per diem allowance depends on if the temporary duty point is greater than 25 miles from your ODS and residence.

1. If the temporary duty point is greater than 25 miles from your ODS and residence, then you may request a per diem reimbursement. A per diem allowance may be authorized at the discretion of your supervisor. As a rule of thumb, if you can reasonably be expected to have your morning and evening meal at home, then no per diem should be authorized by your supervisor.

2. If the temporary duty point is less than or equal to 25 miles from your ODS and residence, then no per diem reimbursement request is allowed.

B. Mileage Reimbursement: The allowable mileage reimbursement request for travel within one calendar day taking more than 12 hours is the same as the allowable mileage reimbursement under “Travel Within One Calendar Day Taking Less than 12 hours” as described above.

III. Travel Greater than One Calendar Day:

A. Per Diem Allowance: Whether or not there is a per diem allowance depends on if the temporary duty point is greater than 35 miles from your ODS. The distance from your residence to the temporary duty point is irrelevant.

1. If the temporary duty point is greater than 35 miles from your ODS, then you may request a per diem allowance in accordance with the Federal Travel Regulations.

2. If the temporary duty point is less than or equal to 35 miles from your ODS, then no per diem reimbursement is allowed.

B. Mileage Reimbursement: The allowable mileage reimbursement request for travel greater than one calendar day is the same as the allowable mileage reimbursement under the two “Travel Within One Calendar Day” scenarios described above.

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